Date:

Re: Notice to Terminate Tenancy

Dear ,

This letter serves as official notice that your tenancy will terminate on *,* for the premises located at*:*

Your rental agreement shall terminate on the date specified above for the following reason:

⬜ Week-to-Week Tenancy (Written Lease)

⬜ Shared Occupancy/Dwelling (Week-to-Week Tenancy)

For our records and the return of security deposit monies, please provide your forwarding address and phone number.

Sincerely,

*(Landlord Signature)*

*(Landlord Printed Name)*

*(Landlord Phone Number)*

*(Landlord Address)*

**CERTIFICATE OF SERVICE**

I certify that a copy of this notice has been furnished to the above-named tenant(s) on

by:

❐ Hand delivery of the notice to Tenant ; **or**

❐ Hand delivery of the notice to someone of suitable age and discretion at the

premises: and mailing the notice by first class mail; **or**

❐ Posting the notice and mailing the notice by first class mail.

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*(Landlord Name) (Landlord Signature)*